



2007 Carmel City Employees Holiday Schedule

The following holiday schedule will be in effect for 2007. The dates in the left column are for employees who regularly work Monday through Friday. Shift employees have the same holiday schedule, except as noted on the right. Shift employees are those involved in a 24/7 operation—police, fire, communications and some utilities. If you do not know whether you are subject to the regular schedule or the alternate schedule, please check with your supervisor.

<u>Date</u>	<u>Holiday</u>	<u>Alternate Date (for shift employees)</u>
Monday, January 1	New Year's Day	
Monday, January 15	Martin Luther King, Jr. Day	
Friday, April 6*	Good Friday	
	Easter	Sunday, April 8*
Tuesday, May 8	Primary Election Day	
Monday, May 28	Memorial Day	
Wednesday, July 4	Independence Day	
Monday, September 3	Labor Day	
Thursday, September 13*	Rosh Hashanah	
	Yom Kippur	Saturday, September 22
Tuesday, November 6	General Election Day	
Monday, November 12	Veteran's Day	Sunday, November 11
Thursday, November 22	Thanksgiving	
Friday, November 23	Thanksgiving	
Monday, December 24	Christmas	
Tuesday, December 25	Christmas	

*time off granted only to participate in religious observances

PLUS three (3) floating holidays

Floating holidays may be taken at the employee's discretion, with the approval of the scheduling supervisor. All floating holidays will be granted at the beginning of the year. The employee is expected to schedule them as far in advance as possible. Floating holidays must be taken in half day or full day increments. Floating holidays cannot be carried over from year to year. Unused floating holidays will be forfeited at the end of the year, and will not be paid out if employment is terminated.

If any holiday falls on an employee's scheduled day off, the employee may take another day off in lieu of the holiday.